



WASHINGTON STATE PARKS & RECREATION COMMISSION
FINANCE AND CONTRACTS

CONTRACT OPPORTUNITY

REQUEST FOR QUOTES AND QUALIFICATIONS

PROPOSALS WILL BE ACCEPTED FOR THE FOLLOWING:

Statewide - GIS Services

The Washington State Parks and Recreation Commission (Commission) is seeking to establish one (1) on-call convenience contract for Geographic Information Systems (GIS) service for a period of three (3) years, to support the Lands program of the Parks Development Service Center.

LOCATION:

Washington State Parks and Recreation Headquarters, Olympia, WA

ESTIMATED BID RANGE: (If applicable) \$125,000 Maximum	BIDS ACCEPTED THROUGH: 3:00PM	DAY: Wednesday	DATE (MM/DD/YYYY): 09/13/2006
NA:			
TIME:	DAY:	DATE:	AT:

VOLUNTARY MWBE GOALS: The following voluntary numerical MWBE participation goals have been established for this invitation: MBE 8% WBE 4%

These goals are voluntary, but achievement of the goals is encouraged. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids, no minimum level of MWBE participation shall be required as a condition for receiving an award or completion of the contract work, and bids will not be rejected or considered non-responsive on that basis. Bidders may contact OMWBE at (360) 753-9693 to obtain information on certified firms.

The State reserves the right to accept or reject any or all proposals and to waive informalities.

The Washington State Parks and Recreation Commission is an affirmative action, equal opportunity employer. The successful bidder must abide by the Affirmative action and Equal Employment Opportunity policies of the Washington State Parks and Recreation Commission.

Sites may not be fully accessible to people with disabilities. Please contact the Commission at the phone numbers below at least five days prior to the scheduled dates if special accommodations are required for your attendance.

PROJECT INFORMATION AVAILABLE FROM:

Washington State Parks and Recreation Commission
Parks Development Service Center
Attn: Steve Hahn, Lands Program Manager
7150 Cleanwater Drive SW, Olympia WA 98504-2650
Phone: (360) 902-8683
OR e-mail: steve.hahn@parks.wa.gov
Telecommunication Device
For the Deaf Number: Parks Development (360) 664-3134



STATE OF WASHINGTON

WASHINGTON STATE PARKS AND RECREATION COMMISSION

7150 Cleanwater Drive SW • P.O. Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500

Internet Address: <http://www.parks.wa.gov> - TDD: (360) 664-3133

GEOGRAPHIC INFORMATION SYSTEMS SERVICES REQUEST FOR QUOTES AND QUALIFICATIONS

Date of Issue: August 23, 2006

I. PURPOSE

The Washington State Parks and Recreation Commission (Commission) is seeking to establish one (1) on-call convenience contract for Geographic Information Systems (GIS) service for a period of three (3) years, to support the Lands program of the Parks Development Service Center.

The selected consultant will apply his/her skills, talents, experience and staff to provide project reviews, exhibit maps, analysis maps and other informational elements needed to create Commission agenda items, legal instruments, and documents to show spatial relationships existing among real estate project elements. All map products must be compatible with existing Commission GIS boundary maps.

Typical work included in the scope of the contract will include:

- exhibit maps
- analysis maps related to revenue production:
 - ✓ wetland mitigation
 - ✓ transfer of development credits and/or water rights
 - ✓ real property disposal
- analysis maps related to planning, management and capital development activities:
 - ✓ real property acquisition
 - ✓ encumbrances
 - ✓ deed restrictions
 - ✓ water rights
 - ✓ retired parklands

II. TERM

The term of any future consultant agreement will be for a period not to exceed three (3) years or June 30, 2009, whichever period is shorter. Consideration of any agreement extension will be based on consultant performance or other contractual obligations that extend past the term of the original agreement.

III. GENERAL TERMS AND CONDITIONS

Contractual terms and conditions of any future consultant agreement will include but not be limited to the following:

LIQUIDATED DAMAGES FOR LATE DELIVERY - If the Commission or the Commission's authorized representative wishes to accept products after the due date, the Commission may withhold \$100.00 per day of the agreed total payment under the Contract as liquidated damages for late delivery of products. The Commission and Contractor agree that withholding payment of \$100.00 per day is a reasonable estimate of the actual damages that the Commission suffers by reason of late delivery of products. Prior to the due date, the Contractor may request, and the Commission or the Commission's authorized representative may grant, a written waiver to allow the Contractor to submit late products for cause at the sole discretion of the Commission. The Commission is not obligated in any event to accept late products, nor does the language under this paragraph limit the Commission's ability to recover damages or pursue other remedies allowed by law by reason of Contractor's failure to comply with this Contract.

RIGHTS IN DATA – Unless otherwise provided, data which originates from this contract shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and shall be owned by the Commission. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent register and the ability to transfer those rights.

IV. COMPENSATION

Total compensation under any future consultant agreement is not intended to exceed \$125,000. The Commission does not guarantee that any work will result from the agreement.

V. RESPONSES

The information below is intended to assist interested companies or individuals in responding to this RFQQ. It is not intended to limit the content of their responses, or to exclude any additional material that the interested company or individual considers relevant or essential.

Required elements:

- Capabilities of the company or individual to provide maps or map-related products as needed to support the Commission's real estate services within agreed-to timelines and conditions
- Resume(s) of the individual(s) who will provide the products and services described in this RFQQ.
- Specific experience and qualifications for providing professional services in the GIS mapping field
- A summary of quality assurances and history of completed, relevant work, in a format consistent with Attachment 1 – Required Consultant Information

- Compensation proposal, including an itemized fee schedule of included services and extra costs for services not included in fee schedule

Submittals that do not comply with all of the above requirements may be excluded from the review process.

VI. SCORING CRITERIA AND EVALUATION:

Scoring: Selection criteria and relative weighting of proposal review shall include the following, in order of importance:

- technical experience and demonstrated abilities to produce GIS-driven maps, exhibits and products – 5 points maximum
- demonstrated abilities to produce GIS products for recreational, forested, aquatic and other non-commercial land bases – 3 points maximum
- delivery prices and rates – 2 points maximum

Evaluations: Responses shall be evaluated strictly in accordance with the requirements set forth in this RFQQ and any addenda that may be issued. All responses, including the Letter of Submittal and Required Information, shall be reviewed by the RFQQ Project Manager for completeness and compliance with the administrative requirements and instructions specified in this RFQQ. Responsive and responsible submittals will advance to the selection team for final review. The Commission may, upon completion of the evaluations, conduct an in-person interview with the project managers of the highest-scoring firms. Consultants should be prepared to have their project managers available for an interview, at a time to be determined, at the Commission's Headquarters, 7150 Cleanwater Drive SW, Olympia, WA.

VII. SUBMITTALS

Firms that desire to be considered are required to submit a letter of submittal: one original response; two (2) 8 ½ x 11 paper copies; and one electronic version in MS Word 2000 format on a CD.

Mail or hand-deliver the response package to:

Washington State Parks and Recreation Commission
7150 Cleanwater Dr. S.W.
PO Box 42650
Olympia, WA 98504

Attn: Steve Hahn, Manager, Lands Program, PDSC

All responses must be received at the above address not later than **3:00 p.m., Wednesday, September 13, 2006.**

No FAX or e-mailed copies will be accepted. Late submittals will not be considered, and will be returned unopened.

**ATTACHMENT 1
REQUIRED CONSULTANT INFORMATION**

(1) Consultant Identifying Information

(a) Consultant Name and Address

Provide consultants name, address, principal place of business, and telephone number.

Name: _____
Address: _____
City, State, Zip: _____
Phone: () _____
Company Internet Website: _____

(b) Location Address (if different from above (1)(a))

Address: _____
City, State, Zip: _____

(c) Principal Officer

Name, address and business telephone number of the principal officer (e.g.: President, Vice President, Treasurer, Board Chairperson) of the consultant organization.

Name & Title: _____
Address: _____
City, State, Zip: _____
Email: _____
Phone: () _____

(d) Organization and Year

Legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the consultant and the year entity was established.

Status: _____
Year Established: _____

(e) Employer Identification

Employer identification numbers. Sole proprietorships and individuals may provide their Social Security number in lieu of a Federal Tax Identification Number.

Federal Tax Identification No. (T.I.N.) _____
WA Uniform Business Identifier _____

(f) RFQ Contact

Contact information for consultant's RFQ Contact.

Name & Title: _____
Address: _____
City, State, Zip: _____
E-Mail: _____
Phone: () _____
Fax: () _____

**ATTACHMENT 1
REQUIRED CONSULTANT INFORMATION**

(2) Additional Mandatory Information

(a) Contract Performance

Indicate if the consultant has had a contract terminated for default in the last three- (3) years. Termination for default is defined as notice to stop performance which was delivered to the consultant due to the consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the consultant, or (b) litigated and determined that the consultant was in default. If no such terminations exist, the consultant is to so declare.

Note: If the consultant has had a contract terminated for default in this period, the consultant shall submit full details including the other party's name, address, and phone number. The Commission will evaluate the facts and may, at its sole discretion, reject the response on the grounds of past experience.

Termination: _____

Reason: _____

(b) Consultant's Employee Relationship to State

If the consultant or any party named above was, or is, an employee of the State during the past 24 months, the following information is required: 1) name; 2) agency employed by; 3) title; 4) and separation date.

If, following a review of this information, it is determined by the Commission that a conflict of interest exists, the consultant may be disqualified from further consideration for the award of this contract. If no such relationship exists, the consultant is to so declare.

Company: _____

Agency: _____

Title: _____

Separation Date: _____

(c) Persons Employed Both by State and Consultant

Consultants employing or having on their governing board as of the date of their response, State employees, or former State employees shall identify such persons and their position and responsibilities within the consultant's organization. If, following a review of this information, it is determined by the Commission that a conflict of interest exists, the consultant may be disqualified from further consideration for the award of ensuing contracts. If no such relationship exists, the consultant is to so declare.

Name & Title: _____

Agency: _____

Responsibilities: _____

Current or Former Employee? _____

If former, provide separation date _____

(d) Subcontractors

If the responding consultant is using the capabilities of any subconsultant(s), that are not a part of the consultant's company/business, in responding to this RFQ, then these entities must be identified below. If no such relationship exists at the time the response is submitted, then use of any subconsultant(s) requires prior written consent of the Commission.

Name: _____

Address: _____

City, State, Zip: _____

Phone: () _____

General Description of Responsibilities and/or Categories of Expertise: _____

Examples of work (map products)

